

Albana Lame & David Colbert, Co-Chairs

Quality Improvement Meeting Minutes

Meeting Date: Thursday, February 4, 2021
Start Time: 12:05 pm
End Time: 12:31 pm
Location: Zoom Video Conference
Presiding Chair: David Colbert
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of Minutes from January 7, 2020 meetings

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws

(1.0) Moment of Silence

Albana called the meeting to order at 12:05 pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

All participants introduced themselves.

(3.0) Co-Chair Announcements

There were no announcements.

(4.0) Approval of January 7, 2021 Quality Improvement Committee Meeting Minutes

Albana Lame made a motion to approve the meeting minutes from January 7, 2021 and Chris Cole seconded it.

For: (6) Ardila, Chaux, Colbert, Cole, Radocchia, Stewart

Against: (0)

Abstain: (3) Datcher, Lame, Montgomery

(5.0) New Business/Old Business

- **Review Quality Improvement Committee Activity Timeline**

The Committee reviewed the Planning Council Activity Timeline and determined that everything was on track.

- **Review and Update Service Standards**

Nothing for review at this time.

- **Set Annual Quality Improvement Plan for FY2021**

Nothing for review at this time.

- **Review Quality Improvement Plan for FY2021**

Nothing for review at this time.

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- Review Quality Assurance Site Visit Results
Jeff Daniel reviewed the report based on the results from the annual site visits by region by service category. There were no questions from the report.
Chris Cole made a motion to approve the changes to the PCAT and Joanne Montgomery seconded it.

For: (8) Ardila, Chaux, Colbert, Cole, Datcher, Lame, Montgomery, Radocchia, Stewart
Against: (0)
Abstain: (0)

- Review Scope of Work for Next Year (PCAT)
Sara Seaburg shared the PCAT for review by the committee. Changes were made to the PCAT to align with the MOU.
Joanne Montgomery made a motion to approve the changes to the PCAT and Rich Radocchia seconded it.

For: (8) Ardila, Chaux, Colbert, Cole, Datcher, Lame, Montgomery, Radocchia, Stewart
Against: (0)
Abstain: (0)

(6.0) Recipient's Office Report

Dionne Kotey reported that the SWOT analysis on data integrity was presented at the Quality and Performance session during the local CHIPTS meeting. It was very well received and there may be an opportunity to present this to a much larger group. She also shared about the different PDSAs that are being done in each region. Arvil Alicea discussed the upcoming reports that he is working on and asked each region to begin working on their RSR reports.

(7.0) Unresolved Parking Lot Items

None

(8.0) Announcements

The next Quality Improvement meeting is March 4, 2021 from 12:00pm – 2:00pm via Zoom video conference.

(9.0) Adjournment

The meeting adjourned at 12:31 p.m.

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Quality Improvement Committee Attendance 2021

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X								
2.	Gigi Chau	-	X								
3.	Max Cisneros	A	A								
4.	Cassandra Cokley	A	A								
5.	<i>Christopher Cole PC Co-Chair</i>	X	X								
6.	David Colbert	X	X								
7.	Loreen Cuiman	A	A								
8.	Brian Datcher	A	X								
9.	Armando Erba	A	A								
10.	Linda Ferraro	A	A								
11.	Ken Flyte	A	A								
12.	Lisa Gluz	A	A								
13.	Robert James	A	A								
14.	Albana Lame	X	X								
15.	Ronald Montague	A	A								
16.	Joanne Montgomery Co-Chair	A	X								
17.	Mitchell Namias	A	A								
18.	Daniel Pettit	A	A								
19.	Kathy Pitner	A	A								
20.	Richard Radocchia	X	X								
21.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
22.	Charlotte Teel	A	A								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	29%	41%								

Guests: Jean Brown, Tequetta Valeriano